FOOD SAFETY PROGRAM FOR WET STORAGE OF SHELLFISH

NSW GOVERNMENT Food Authority

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SEPTEMBER 2020

Contents

Commitment to food safety

All personnel involved in the production, harvesting and treatment of shellfish by

*(Business name)*_____

are committed to:

- producing shellfish in accordance with the NSW Shellfish Program, and
- maintaining a food safety program that
- complies with requirements of the
  - *Food Act 2003* (NSW),
  - Food Regulation 2015,
  - *Food Standards Code,*
  - *NSW Shellfish Industry Manual*, and
- enables the end product to be of the highest possible standard.

Each page of this food safety program has been reviewed by the licensee and current activities are accurately reflected.

Signed _____

Date _____

Name _____

Position_____

Food safety program team

The team responsible for maintaining the food safety program, analysing and improving procedures and implementing effective controls to manage food safety risks is:

Team leader: Position:

Team member: Position:

Team member: Position:

Team member: Position:

Scope

This food safety program covers all activities, procedures and hygiene controls used in the wet storage of shellfish.

The program has been prepared in accordance with the principles and guidelines in the Food Standards Code and the Food Regulation 2015.

Purpose

The purpose of this food safety program is to ensure that all shellfish harvesters/ farmers/ processors in this food business are aware of the legal requirements they must meet when operating their business.

Procedures outlined in this food safety program have been developed to certify that all shellfish sold are safe for consumption by customers.

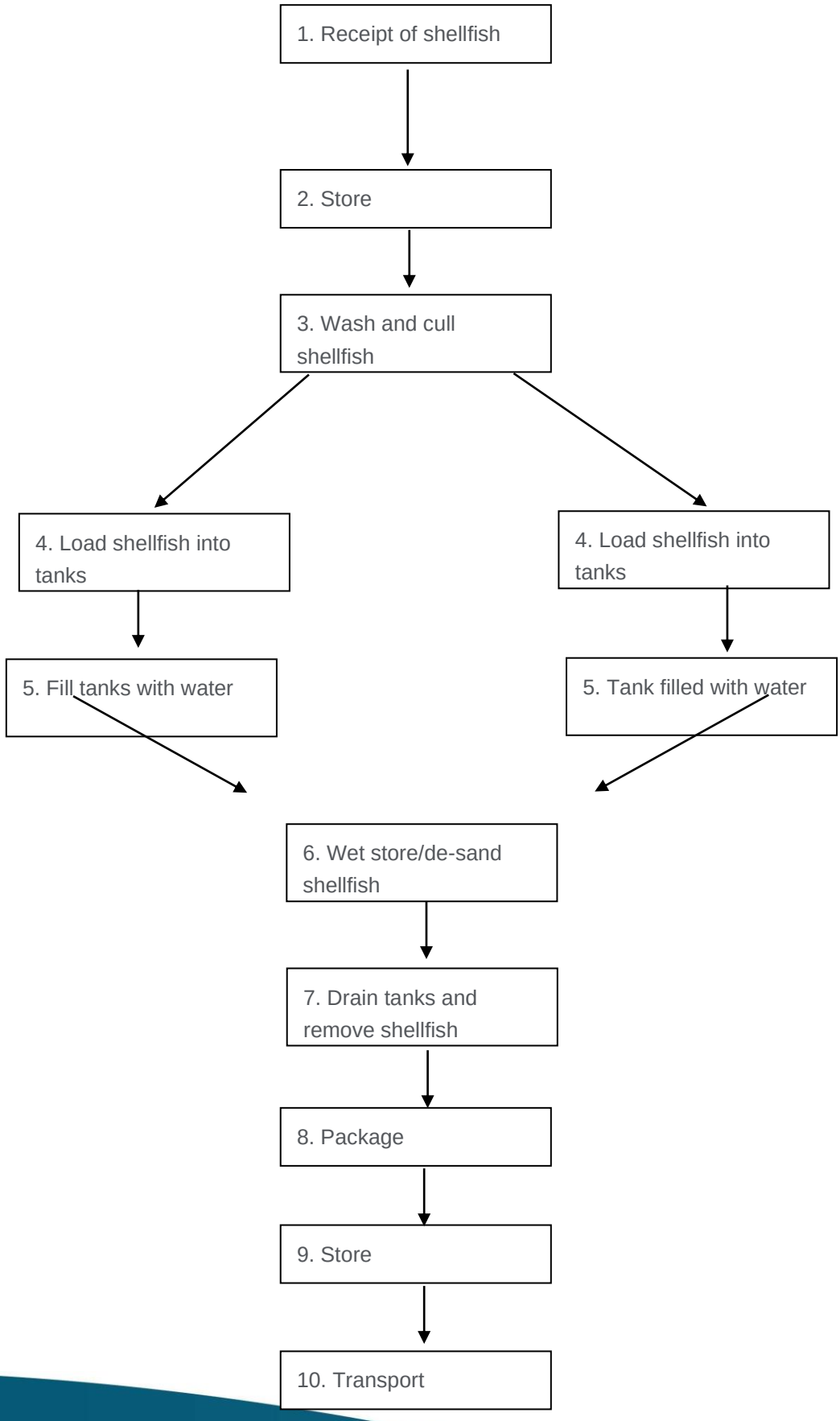
Product descriptions and intended use
Common products:

Product name	**Sydney Rock Oyster (Saccostrea glomerata)** **Pacific Oyster (Crassostrea gigas)** **Native Oyster (Ostrea angasi) Blue Mussel (Mytilus edulis)**
Form	Unopened live product
Packaging	Clean fabric or hessian bags or waxed cardboard boxes
Labelling	In accordance with the NSW Shellfish Program
Storage and transport	Sydney Rock Oysters After depuration / harvest, stored at less than 25°C up to 72 hours and then placed at less than 21° C. Pacific Oysters, Native Flat Oysters, Mussels and all other shellfish After depuration / harvest, are placed at less than 10°C within 24 hours.
Intended use	To be eaten raw or lightly cooked
Consumer	General consumption

Other products: (complete or delete as required)

Product name	
Form	
Packaging	
Labelling	
Storage and transport	
Intended use	
Consumer	

Flow diagram: Shellfish wet storage



Hazard analysis worksheets

Product: Wet stored shellfish

Process step	Hazard	Control measure	CCP decision
1. Purchase and receipt of shellfish	i) Excessive levels of pathogenic micro-organisms or other contaminants in shellfish ii) Growth of micro-organisms in shellfish during transport	Verification that supplier harvests shellfish in accordance with their states shellfish safety program Proper storage (ie. SRO <25°C up to 72 hours, <21°C after 72 hours or for Pacific and Native oysters and all other shellfish, placed at <10°C within 24 hours)	Yes Yes stock must be transported in accordance with NSW Shellfish Program guidelines
2. Store	i) Growth of micro-organisms in shellfish during storage ii) Contamination from outside sources	i) Proper storage (ie. SRO <25°C up to 72 hours, <21°C after 72 hours or for Pacific and Native oysters and all other shellfish, placed at <10°C within 24 hours) ii) Pest control iii) Stored off floor, or in dry area, or in impervious container	Yes stock must be stored in accordance with NSW Shellfish Program guidelines
3. Wash and cull of shellfish	i) Contamination from dead or sick shellfish ii) Contamination from wash water	Sort and discard dead, damaged, diseased or dying shellfish prior to wet storage Use potable water or water from an approved source and shellfish are washed under high pressure to prevent stock from opening	No No
4. Load shellfish into wet storage tanks	Contamination from tank or other equipment	Equipment to be kept clean	No

Process step	Hazard	Control measure	CCP decision
5.Fill tank with water for wet storage	Contamination from water	Tanks filled with water from an approved source in the open status or an appropriate water treatment system applied in accordance with NSW Shellfish Program guidelines	Yes water must be sourced from an approved area
6. Wet store/ de-sand shellfish	i) Contamination from outside source (e.g. vermin) Contamination from inadequate water disinfection system (continuous system only) iii) Contamination from other seafood	Disinfection unit—manufacturers recommendations for flow rates and lamp life observed All other seafood to be stored separately to shellfish. Different species of shellfish to be stored separately Water used for shellfish storage must not be contaminated or have been used on other seafood first	Yes premises or covers must be approved by the Authority Yes Yes
7. Unload shellfish	Contamination from pathogenic micro-organisms	When removing shellfish ensure that sediments are not disturbed	Yes it is highly recommended that tanks are emptied prior to removing shellfish
8. Package	Contamination from packaging material	Use clean packaging material. Closed containers with drainage holes	No

Process step	Hazard	Control measure	CCP decision
9. Storage of packaged shellfish	Growth of micro-organisms ii) Contamination from outside sources	Proper storage (ie. SRO <25°C up to 72 hours, <21°C after 72 hours or for Pacific and Native oysters and all other shellfish, placed at <10°C within 24 hours) Pest control iii) Stored off floor, or in dry area, or in impervious container	Yes
10. Transport	Growth of micro-organisms Contamination from outside sources	Proper storage (ie. SRO <25°C up to 72 hours, <21°C after 72 hours or for Pacific and Native oysters and all other shellfish, placed at <10°C within 24 hours) Pest control	Yes

Hazard audit tables

Process step	Hazard(s)	Control measure	CCPs	Critical limits	Monitoring procedures	Corrective actions	Records
Purchase and receipt of shellfish	Excessive levels of pathogenic micro-organisms or other contaminants	Suppliers comply with their states shellfish safety program	Yes	Supplier not approved	What: Oyster supplier How: Check against approved supplier list When: Every delivery Who: (insert name)	Reject consignment Review approved supplier list and transporters	Receipt and dispatch records
Fill tank with water for wet storage	Contamination from water	Tanks filled with water from source classified as 'Approved' and in the open status or use potable water with salt added	Yes	Area open. Advice via the Local Coordinator / or NSW Program Manager	What: Water quality How: Check status of water source When: Prior to collection/ filling tanks Who: (insert name)	Cease water collection	Harvest and wet storage monitoring sheet
Wet storage/ de-sand shellfish	Contamination from inadequate water disinfection Contamination from outside source Contamination from other seafood	Comply with manufacturers specifications Pest control and hygiene Storage in separate areas	Yes	As per manufacturers instructions	What: Wet storage process How: Visual inspection, compliance with manufacturer specifications, routine pest control and appropriate storage practices When: Daily Who: (insert name)	Cease wet storage and install new UV lamp Cease wet storage and eradicate pests Ensure all seafood species are kept separate	Pre-operational checklist

Storage and transport	Growth of micro-organisms	Storage time and temperature	Yes	Storage after depuration or harvest <25°C up to 72 hours, <21°C after 72 hours for Sydney Rock oysters All other shellfish species placed at <10°C within 24 hours	What: Time and temperature How: Thermometer/Data logger/Temperature gauge When: Each delivery prior and post wet storage Twice daily if stored for more than 12 hours Who: (insert name)	Cool product immediately	Harvest and wet storage monitoring sheet

1. Maintenance program

It is our responsibility to ensure that all premises and equipment used to produce shellfish comply with the requirements outlined in the Food Standards Code, Section 3.2.2.

To ensure that the premises comply, we complete the following activities:

- conduct regular inspections of the premises and all equipment,
- identify any issues that may require repair to ensure that product safety is not effected, and
- schedule repairs: all issues scheduled for repair are documented and provided to NSW Food Authority staff when requested.

Any issues that directly affect food safety are repaired or rectified as soon as possible.

An area of high importance and maintained at all times is the wet storage plant. Tank is kept in the best possible condition with all surrounds maintained to ensure there is no chance of contamination.

The wet storage plant is operated in a building or area that can be completely enclosed from the outside, and separate from other areas such as shucking and grading areas.

2. Hygiene and sanitation program

All equipment that is used in connection with shellfish wet storage activities is cleaned and maintained in an acceptable condition at all times.

All buildings and sheds are maintained in a tidy and clean condition at all times. All waste and other materials no longer required are removed from these areas.

Areas of high importance that are cleaned regularly include:

- **Wet storage tank**
  Cleaned before each batch of shellfish are wet stored. This cleaning process may only be a water rinse.
- **UV light system**
  Cleaned every 6 months. This cleaning includes de-scaling the system with an acid solution and using a detergent to reduce algae growth. If UV lights are stored in fresh water and do not require de-scaling, this can be proved during audit.
- **Shellfish baskets**
  Cleaned every time they are used.

Cleaning is sufficient that it ensures there is no contamination between different batches of shellfish and the outside environment.

3. Process control

3.1 Shellfish purchase, receipt and storage

Shellfish purchased for wet storage and sale onto the general public must be controlled by their states shellfish safety program. NSW requirements include:

- **Shellfish sourced from open harvest areas –** All shellfish that are harvested come from a harvest area that is in the 'OPEN' status. Information concerning the status of each harvest area can be obtained from the Area Co-ordinator or the NSW Shellfish Program.
- **Shellfish must not be co-mingled** – A batch of shellfish refers to shellfish harvested from ONE identified harvest area on the same date. If more than one batch of shellfish is being held at the same time the identity of each batch must be maintained.
- **Shellfish are washed prior to wet storage** – This washing is completed prior to being wet stored. This prevents contaminants entering the depuration process and later at processing premises.

3.2 Shellfish wet storage

The wet storage process is a critical food safety step in shellfish production. There are a number of requirements followed to ensure that the wet storage process is effective and all shellfish sold are safe for human consumption:

- shellfish are washed so all dirt, mud and other matter is removed before they are placed in the wet storage tank,
- shellfish are placed in baskets to a maximum depth of 8cm,
- the wet storage tank is only filled with water from an approved harvest area, on the high tide to ensure water quality is acceptable or be disinfected and tested in accordance with the *NSW Shellfish Industry Manual* guidelines,
- UV light systems are operating in accordance with manufacturers guidelines (closed circuit systems), and
- temperature and salinity are monitored throughout the wet storage process in accordance with guidelines outlined in *NSW Shellfish Industry Manual.*

3.3 Shellfish dry storage

Shellfish are stored off the floor in a clean and dry area protected from contamination and in accordance with the *NSW Shellfish Industry Manual*.

The following temperature control measures must be adhered to when shellstock are in dry storage:

1. Sydney rock oysters

At 25˚C or less within 24 hours of harvest, and

At 21˚C or less within 72 hours of harvest or after wet storage.

2. Pacific oysters and all other shellfish species

At 10˚C or less within 24 hours of harvest or after wet storage.

Temperature of stored shell product should be tested and logged daily.

3.4 Water storage

Water that is stored for later use is:

- only pumped when the area status is ‘OPEN’,
- only pumped during high tide, and
- released from storage and replaced when harvest area status is ‘OPEN’.

Water storage tanks are cleaned on a regular basis.

If water is sourced from a restricted or other water source testing must be conducted in accordance with the *NSW Shellfish Industry Manual* guidelines prior to use.

3.5 Shellfish disposal

Unsafe product is to be disposed of properly to ensure it is not included with food for sale.

Food may need to be disposed due to:

1. product recall
2. product has exceeded its shelf life
3. product does not comply with your food safety program

If shellfish is to be disposed of, but cannot be discarded immediately, it is marked clearly with ‘HOLD FOR DISPOSAL’ and separated from all other stock.

3.6 Packaging

Clean food grade packaging is used.

Packaging materials are stored in a clean dry tidy area, free from dust or other contamination. All packaging material is examined for cleanliness prior to use.

List of packaging material used

Type of packaging	Supplier

3.7 Temperature monitoring

- Prior to taking the temperature, the probe is
    - Checked to ensure it is cleaned. If not, it is cleaned with warm water and a mild detergent and dried with a clean cloth.
    - Once clean the probe is sanitised using an alcohol swab or hot water at >77°C.
    - The probe is then allowed to air dry without touching anything.
- The temperature of the shellfish by placing the thermometer within a batch of shellfish and allowing it to stabilise for one minute before reading the temperature.
- After each temperature measurement the probe is cleaned and re-sanitised as above.

After use the probe is cleaned and stored in a safe and clean area.

4. Water testing

The NSW Food Authority has implemented a testing program for water used in the wet storage process to confirm that all product being sold in NSW is safe for human consumption.

These testing requirements are always completed by all licensed shellfish businesses in order for a licence to be issued. These requirements are:

- Wet storage source water before disinfection when sourced from a restricted or non-classified harvest area, and
- Disinfected water entering wet storage tanks from spray bar,
    - one test per calendar month for each of the above.

  OR

    - Wet storage source water without disinfection when collected from an Approved harvest area in the open status
- testing as required by the harvest area management plan.

4.1 Testing failures

In the event that water sampled prior to wet storage fails to meet the criteria for wet storage, water collection must cease.

Water must not be collected from a non classified harvest area after:

- >25mm rainfall occurs in any 24 hour period, or
- A salinity drop of >20% occurs in any 24 hour period.

4.2 Notification of failures

When a failed test result is received from the laboratory, the NSW Food Authority is always notified within 24 hours by the food business?. This notification is given to staff at the NSW Shellfish Program. NSW Shellfish Program staff will then advise you on what actions can be taken.

Water drawn for the process of wet storage and subsequent testing results must be in accordance with the *NSW Shellfish Industry Manual*.

5. Labelling

All shellfish sold must always comply with labelling requirements set out in the *NSW Shellfish Industry Manual*. These requirements are in place to ensure all product can be effectively identified and traced in the event of a recall being required.

Labelling information must include the following:

- The name and address of the seafood business authorised including country of origin,
- A unique identifier of the batch of seafood (eg Product Record number),
- The name of the harvest area from which the shellfish were harvested,
- The date of harvest,
- The species and quantity of shellfish, and
- A statement indicating the conditions under which the shellfish should be stored.

Information is always clearly marked or attached to the shellfish bags/boxes and is always legible.

All wholesale customers are recorded in the *Product Record Book* to ensure that traceability for all wholesale shellfish is possible. This recording always states the business name and the quantity of shellfish they received.

6. Transport and storage

All shellfish transported or stored for sale comply with the following temperature requirements:

- Sydney Rock Oysters are always stored at <21°C within 72 hours after direct harvest or following depuration.
- Pacific and Native Flat Oysters and all other shellfish are always stored at <10˚C within 24 hours of harvest or depuration.

All shellfish are always transported or stored in a sealed, clean container to limit the risk of contamination.

7. Calibration

All equipment used at the premises is calibrated and maintained in working order.

7.1 Thermometer calibration

Hand-held thermometers are always calibrated every 12 months by:

- ensuring thermometer is at ambient room temperature,
- filling a small container with crushed ice made from potable water (eg tap water) and adding a small amount of water. Tip off any excess water,
- placing thermometer in the centre of the container ensuring probe is in contact with ice,
- allowing thermometer to reach a stable reading (approx. 10 min), and taking a reading.
    - If the thermometer is accurate it should read 0^{o}C.
    - If the temperature is more or less than 0^{o}C (eg +1 ^{o}C or -1 ^{o}C etc.), the difference is noted in the temperature reading and any such difference when reading a temperature for monitoring purposes is allowed for. It is recommended that thermometers with a deviation of more than 1^{o}C should be discarded or returned to the manufacturer.

7.2 Ultra-violet lights

The output of ultra-violet (UV) lights cannot be measured without using specialised equipment.

Therefore, it is a requirement for all premises that have UV systems to provide written documentation that outlines the specifications for the UV light used.

These specifications will always clearly state the life span of the lights, in depuration batches and years. If the UV light system is not used on a regular basis, the specifications will also outline the effectiveness of the light over long periods without use.

7.3 Chiller / Freezer gauges

Once the handheld thermometer is calibrated it can also be used to check the accuracy of any temperature gauges on equipment such as coolrooms and freezers. This should be done at least 6 monthly and can be done by:

- Placing the thermometer in the coolroom/freezer for at least 5 minutes (making sure not to open the door during this period).
- After this period, read the temperature on the thermometer (taking into account any difference noted during the calibration of the handheld thermometer).
- Read the temperature on the gauge and determine any difference between the handheld thermometer reading and the gauge, as above.

8. Staff training

All staff are trained to enable them to perform their job safely and competently. Training is conducted internally or by an external organisation**.**

All staff are trained in:

- personal hygiene,
- food handling procedures, and
- cleaning and sanitation for applicable staff.

Staff training is recorded in the staff training matrix in the records diary.

8.1 Personal hygiene practices

All staff are given information on good personal hygiene practice and know how to wash their hands properly.

8.2 Food handling procedures

All staff are given training and shown good food handling practices relevant to their job.

Demonstrate to any new staff how they should perform their duties to ensure good food handling procedures are followed.

8.3 Cleaning and sanitation procedures

All staff are given training on how to clean and sanitise the equipment they use. This includes:

1. correct storage and handling of chemicals,
2. correct make up of the chemicals, and
3. procedures for cleaning.

9. Approved suppliers

All equipment used during the process of growing and selling shellfish is only purchased from reputable suppliers. We ensure that all equipment and products used by the business are suitable for the operations being conducted and do not cause any contamination or spoilage of the shellfish.

Once reputable suppliers have been sourced, they are used at all times to ensure products purchased are acceptable. Suppliers provide documentation showing their compliance with food safety requirements.

The approved suppliers for this business are outlined below, along with product and contact details:

Approved supplier	Product supplied	Contact details

10. Pest control

Animals and pests including insects and rodents are always excluded from the premises. Any evidence of pests is recorded and action taken immediately to treat the premises.

All premises have a system of baits surrounding buildings and sheds at all times to ensure that there is some protection from pests.

The location of all rodent and insect bait stations located within the premises are identified on a floor plan. The frequency at which these baits are inspected and replaced is also recorded on this floor plan.

In the space below, the outline of this premises is provided with marks where bait stations are located.

No chemicals are permitted to be used in depuration plant rooms or where they can come into contact with product.

All chemicals used for pest control are suitable for use in food premises and are stored away from food-handling areas.

All chemicals used are listed below:

Chemical used	Date placed	Location	Signature	Comments

11. Internal audit

An internal audit of this manual is conducted every 12 months. This is to ensure that procedures and practices used at the business are being controlled adequately according to what is documented in this manual and in the records associated with this manual.

Any corrective actions or non-conformities are brought to the attention of staff in charge of recording or performing these actions.

12. Product retrieval

Product retrievals are carried out by the business that voluntarily retrieves any sold product from a customer.

This process may be carried out for a number of reasons:

4. Product test results do not comply with NSW Food Authority requirements (result exceeds the 2.3cfu/gram *E.coli*). Further testing may be conducted on this product to validate that it meets food safety requirements but many farmers choose to retrieve any affected product to avoid a product recall,
5. Product does not comply with farmers or buyers specifications, or
6. Product may not have been processed correctly.

The business only initiates a retrieval if the product has not yet reached the public markets. Normally product is retrieved through transporters, processors or other businesses who further process or sell directly to the public.

Once the product reaches the public markets, a recall may be ordered by the NSW Food Authority and FSANZ. A public recall involves advertising and notification procedures that list the farmers details, the product affected and the reason(s) for the recall.

Should product from a supplier be received that fails to meet the requirements of their states shellfish program further testing may be carried out by the supplier. All product in this batch must be marked ‘HOLD’ until further notice from the Authority.

13. Product recall

A product recall is when unsafe product that has been distributed to other businesses and/or the consumer immediately withdrawn from sale to protect the consumer.

Product may need to be recalled if it:

7. is not from an approved source,
8. is contaminated with harmful micro-organisms,
9. is contaminated with harmful chemicals,
10. is contaminated with physical matter such as glass or wood, or
11. has been tampered with.

A recall may be required based on a customer complaint. In this instance a customer complaint form will be completed and can be found in the *Records Diary*.

In the event of a product recall, the recall program will be controlled by the manager or delegated employee of the business.

In the event of a product recall, the system as defined in the *Food Recall Protocol* prepared by Food Standards Australia New Zealand (FSANZ) will be used.

13.1 Recall procedure

When product is required to be recalled, this business may receive advice from the NSW Food Authority regarding:

12. a decision whether a recall is necessary and if further tests should be performed.
    13. management collates and evaluates all information immediately available and the nature and extent of the problem,
    14. the recall classification is then made based on these findings (Class 1 or Class 2), and

15. the quantity of affected stock is established as well as the location of that stock.
16. if the product is on site or in company delivery vehicles, it is isolated immediately, or
17. if the product has been dispatched to customers, management will liaise for recall from customers. Delivery records can be used for this and can be recorded on the *Receipt and Despatch Monitoring Form* from the *Records Diary.*

13.2 Classes of recall

Class 1

Where there is a reasonable probability that the use of or exposure to the product will cause adverse health consequence. For example, presence of *E. coli*, toxic chemical contaminants or harmful foreign bodies.

Class 2

Where use or exposure of the product is not likely to cause adverse health consequences. For example, incorrect labelling, physically undesirable product or product deterioration.

If a Class 1 recall is necessary, NSW Food Authority officers are notified immediately. If it is appropriate to the circumstances, information is also sent to the media.

Details notified include:

18. classification of the hazard,
19. description of the product — product type, batch number, best before date,
20. quantity of affected product,
21. distribution and sales dates,
22. method for consumer identification, and
23. contact name and telephone number.

The necessity for storage, isolation and disposal of the product is determined by management.

A written record of events and actions is always kept.

NSW Shellfish Program

The *NSW Shellfish Industry Manual* has been prepared by the NSW Food Authority in accordance with the requirements of the Food Regulation 2015.

The manual provides operational parameters for the NSW shellfish industry as required by the regulation and is a reference document for all parties involved in the implementation and management of the NSW Shellfish Program. It applies to all bivalve molluscs commercially grown in and harvested from NSW waters.

The manual does not include the specific details of individual harvest area classifications and management plans, but provides the requirements for such management plans for areas where shellfish are harvested or collected for human consumption.

The *NSW Shellfish Industry Manual* links with the Australian Shellfish Quality Assurance Program (ASQAP), and definitions, procedures and methodologies are consistent with those used in that manual.

Revision of the manual is the responsibility of the NSW Food Authority in consultation with the NSW Shellfish Committee. Accordingly, details may change from time to time, subject to approval of amendments by the Chief Executive Officer of the NSW Food Authority.

The *NSW Shellfish Industry Manual* is available on the internet at: http://www.foodauthority.nsw.gov.au/industry/

Monitoring forms

24. Product receipt and wet storage monitoring log
25. Disinfection study log
26. Pre operational checklist
27. Temperature monitoring log
28. Monthly maintenance checklist
29. Staff training matrix
30. Internal audit checklist

Product receipt and wet storage monitoring sheet

Date	Supplier	Species	Amount	Batch no.	Wet storage water collected – date	Tank identification	Time and date in tank	Time and date out of tank	Temperature despatched	Supplied to

Disinfection study sheet

Water source:

Flow-through system

Unit number/id:

	Time	Date sampled	Laboratory name	Result	Faecal coliform standard	Pass/Fail
Source water					<70 cfu/ml	
Tank water – fill up					Not detected in 100 ml	
Tank water – during wet storage					Not detected in 100 ml	
Tank water – during wet storage					Not detected in 100 ml	

Unit number/id:

	Time	Date sampled	Laboratory name	Result	Faecal coliform standard	Pass/Fail
Source water					<70 cfu/ml	
Tank water – fill up					Not detected in 100 ml	
Tank water – during wet storage					Not detected in 100 ml	
Tank water – during wet storage					Not detected in 100 ml	

Unit number/id:

	Time	Date sampled	Laboratory name	Result	Faecal coliform standard	Pass/Fail
Source water					<70 cfu/ml	
Tank water – fill up					Not detected in 100 ml	
Tank water – during wet storage					Not detected in 100 ml	
Tank water – during wet storage					Not detected in 100 ml	

Water source:

Recirculation system

Unit number/id:

	Time	Date sampled	Laboratory name	Result	Faecal coliform standard	Pass/Fail
Source water					<70 cfu/ml	
Tank water – fill up					Not detected in 100 ml	
Tank water – during wet storage					Not detected in 100 ml	
Tank water – end of storage period					Not detected in 100 ml	

	Time	Date sampled	Laboratory name	Result	Faecal coliform standard	Pass/Fail
Source water					<70 cfu/ml	
Tank water – fill up					Not detected in 100 ml	
Tank water – during wet storage					Not detected in 100 ml	
Tank water – during wet storage					Not detected in 100 ml	

Unit number/id: _____

	Time	Date sampled	Laboratory name	Result	Faecal coliform standard	Pass/Fail
Source water					<70 cfu/ml	
Tank water – fill up					Not detected in 100 ml	
Tank water – during wet storage					Not detected in 100 ml	
Tank water – end of storage period					Not detected in 100 ml	

Pre-operational checklist

Complete at the commencement of each shift/day (processing only).

Record in the comments column when disinfection method replaced.

Satisfactory (✓) Unsatisfactory (×) and complete correction action/comments column.

Completed by:_____

Date								**Corrective action/Comments**
Premises clean and tidy								
Processing areas clean and tidy								
No evidence of pests								
Hand washing facilities clean and accessible with soap and paper towels available								
Food contact surfaces clean								
All equipment clean								
All packaging material stored correctly								
Coolrooms. Freezers and/or Ice Rooms clean and tidy								
Food transport vehicles clean and tidy								

UV light checked and/or changed:_____

Temperature monitoring sheet

Temperature for each area is recorded twice daily when being used.

Week commencing:_____

Area		Temperature (°C)							Corrective action	Initials
		M	T	W	T	F	S	S		
Coolroom	AM									
	PM									
	AM									
	PM									
	AM									
	PM									

Week commencing:_____

Area		Temperature (°C)							Corrective action	Initials
		M	T	W	T	F	S	S		
Coolroom	AM									
	PM									
	AM									
	PM									
	AM									
	PM									

Week commencing:_____

Area		Temperature (°C)							Corrective action	Initials
		M	T	W	T	F	S	S		
Coolroom	AM									
	PM									
	AM									
	PM									
	AM									
	PM									

Week commencing:_____

Area		Temperature (°C)							Corrective action	Initials
		M	T	W	T	F	S	S		
Coolroom	AM									
	PM									
	AM									
	PM									
	AM									
	PM									

Monthly maintenance checklist

Completed at the end of each month

Satisfactory (✓) Unsatisfactory (×) and complete correction action/comments column.

Completed by:_____ **Date**:_____

Item	✓/×	Corrective action/Comment
Wet storage area		
Ceiling, walls and floors free from cracks and other signs of damage		
Benches free from rust, damage and deterioration		
All equipment free from rust, damage and deterioration — no exposed wood present		
Lights above processing area covered		
All sinks (including hand washing) accessible and in working order		
Other fitting and fixtures in good condition and in working order		
Coolrooms/Freezers/Ice room		
Walls, floors and ceiling clean and in good condition		
Shelving free from rust and kept cleaned		
Lights covered		
Seals clean and in good condition		
Cooling units free from rust and corrosion		
Storage areas		
Chemicals stored separately to food and packaging material		
All food and packaging material stored in a manner to prevent contamination		
Staff amenities (eg toilets, staff rooms)		

Staff amenities kept clean and tidy		
Hand washing facilities accessible and in good order		
Food safety program and records		
All forms completed and up to date		
Pest control		
No sign of pests within processing area, storage area or staff amenities		
Rodent and insect bait stations maintained and correctly situated		

Comments/Further action:

Thermometer/Temperature gauge calibration

Date	Thermometer number/Gauge position	Temperature reading	Difference	Signed

Staff training matrix

Record all food safety training conducted by staff involved in the business.

Date	Staff member	Type of training	Trained by	Staff signature

Internal audit checklist

Complete every 6 months

Satisfactory (✓) Unsatisfactory (×) and complete correction action/comments column.

Completed by:_____ **Date:**_____

Section	✓/×	Corrective Action
Management responsibility Is the food safety statement still current? Is the scope and purpose still current? Are the members of the HACCP team still current?		
HACCP Plan Are the product specifications still valid? Is the flow diagram still correct? Is the Risk Analysis still valid?		
Premises and equipment Has the Monthly Maintenance Checklist been completed? Has the Temperature Monitoring Sheet been completed?		
Supplier approval program Is the Supplier Approval List up-to-date?		
Food handling procedures Has the Product Dispatch Monitoring Sheet been completed?		
Testing and calibration Have water and ice tests been completed? Are all results within the Standards specified? Have any results which exceed the Standards been reported to the NSW Food Authority? Have all thermometers and temperature gauges been calibrated every six months?		
Cleaning and sanitation Has the Pre-operational Checklist been completed? Are the chemicals listed still used?		
Pest control Are procedures still correct? Are pest company records available?		
Personal hygiene Have all staff been briefed on personal hygiene?		

Product identification and traceability Is the list of customers up to date? Are invoices for each sale available?		
Food recall Is there a copy of the FSANZ Food Recall Protocol available? Are the contact numbers up to date?		
Staff training Is the Staff Training Matrix up-to-date?		

Comments/Further action:

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